



Home of the Tualatin River National Wildlife Refuge

SHERWOOD CITY COUNCIL MINUTES
22560 SW Pine St., Sherwood, Or
March 19, 2013

WORK SESSION

1. **CALL TO ORDER:** Mayor Bill Middleton called the meeting to order at 5:40 pm.
2. **COUNCIL PRESENT:** Mayor Bill Middleton, Council President Linda Henderson, Councilors Dave Grant, Robyn Folsom, Matt Langer and Krisanna Clark. Councilor Bill Butterfield was absent.
3. **STAFF PRESENT:** Tom Pessemier Assistant City Manager, Julia Hajduk Community Development Director, Craig Gibons Finance Director, Brad Kilby Planning Manager, Colleen Resch Administrative Assistant and Sylvia Murphy City Recorder.

4. TOPICS DISCUSSED:

- A. Robert's Variance Fee Reduction Request:** Julia Hajduk presented information (see record, Exhibit A) and explained the issue as presented by Mr. Robert's at a previous City Council meeting, explained fees associated with request for the variance and provided information on the property in question. Discussion occurred regarding flag lots and infill standards. Julia referenced in the exhibit, Setback Decreases-Wilsonville Example and informed the Council that staff spoke with Wilsonville regarding their processes and obtained information sought from statewide planners. Julia stated, of the 11 responses received from other jurisdictions, no one has a process similar to Wilsonville and a lot of them expressed concern with Wilsonville's process. Julia referenced a recent LUBA case. Julia explained the case situation and said staff and Sherwood legal counsel are questioning if Wilsonville's process is legal. Discussion occurred. Julia explained multiple tiered processes and fees associated with variances and explained a Class B Variance and fees and a Class A Variance and fees. Julia referenced the exhibit and variance fees from other jurisdictions, their processes and cost recovery. Discussion occurred regarding Sherwood's high fees, cost recovery and high SDC's.

Julia recapped the exhibit and explained potential options available to the Council and the City. Julia stated Mr. Roberts might have a good case for a variance, but needs to make the case, and it's not a decision that goes to the Council. Julia informed the Council that staff is looking closely at infill standards that did not exist when this partition was done. Julia explained allowances for flexibility and said staff spoke with legal counsel and although they are reluctant, staff believes they could make some interpretation of code. Julia informed the Council of her concerns with this process and said it's doable. Julia explained the remainder of the options and said staff met with Mr. Roberts and explored options and came up with ideas. Discussion occurred.

Discussion occurred regarding infill lots and lack of clarity, and opportunities to clean up the code to make it clearer. Julia explained what the process would entail; noticing and accepting public comments and the decision being an administrative one and said the process is not normal. Discussion occurred with an infill process being a possible solution and Planning Manager Brad Kilby further explained infill, the process of noticing, and appealing a decision.

Discussion occurred regarding next steps and Council deciding on how to respond with Mr. Roberts request and not taking any action might be an option for the request, essentially the decision could stay at staff level unless it's appealed. Discussion occurred regarding next step opportunities and code cleanup.

Mayor Middleton stated he would like to come back and review SDC's within the next two months. Tom explained it was a policy decision of a majority of the Council and quite a process. Councilor's commented regarding having SDC discussion at their annual goal setting retreat and wanting to address them.

Council conceded for staff to gather SDC information from other cities and prepare to discuss.

Tom Pessemier explained SDC processes and procedures, and impacts to bonding and other city financials as they deal with revenues. Brief discussion followed.

Councilor Folsom asked Julia for a copy of the information Julia had on fee's from other jurisdictions, (see record, Exhibit B).

5. ADJOURN:

Mayor Middleton adjourned the work session at 6:20 pm and convened to a Sherwood Budget Committee meeting (see Budget Committee Minutes).

REGULAR CITY COUNCIL MEETING

- 1. CALL TO ORDER:** Mayor Bill Middleton called the meeting to order at 7:10 pm.
- 2. PLEDGE OF ALLEGIANCE:**
- 3. ROLL CALL:**
- 4. COUNCIL PRESENT:** Mayor Bill Middleton, Council President Linda Henderson, Councilors Dave Grant, Robyn Folsom, Matt Langer and Krisanna Clark. Councilor Bill Butterfield was absent.
- 5. STAFF AND LEGAL COUNSEL PRESENT:** Tom Pessemier Assistant City Manager, Craig Gibbons Finance Director, Community Development Director Julia Hajduk, Police Chief Jeff Groth, Community Services Director Kristen Switzer, Administrative Assistant Colleen Resch and City Recorder Sylvia Murphy. City Attorney Chris Crean.

Mayor Middleton addressed the Consent Agenda and asked for a motion.

6. CONSENT:

- A. Approval of March 5, 2013 City Council Meeting Minutes**
- B. Resolution 2013-012 Appointing Amanda Stanaway to Cultural Arts Commission**
- C. Resolution 2013-013 Appointing Anna Lee to Cultural Arts Commission**
- D. Resolution 2013-014 Appointing Jean Simson to the Sherwood Planning Commission**
- E. Resolution 2013-015 Reappointing Patrick Allen to the Sherwood Planning Commission**

MOTION: FROM COUNCILOR ROBYN FOLSOM TO ADOPT THE CONSENT AGENDA, SECONDED BY COUNCIL PRESIDENT LINDA HENDERSON, MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILOR BUTTERFIELD WAS ABSENT.

Mayor Middleton addressed the next agenda item.

7. PRESENTATIONS:

A. Eagle Scout Recognition

Caleb Cottle came forward and described the project that granted him his Eagle Scout Award. He informed the Council he built mailboxes/mail slots for the Police Department, the Chamber of Commerce, and the Historical Society. He said it took about 100 total hours with support from other participants, and he built units consisting of 36 mail slots. He stated most materials were donated and the entities receiving the units did their own instillation. Mayor Middleton thanked Caleb for his service and presented him with a Certificate of Achievement.

Mayor Middleton addressed the next agenda item.

B. Student Recognition

Student was not present and Mayor Middleton addressed the next agenda item.

C. Greater Portland Inc. Presentation

Assistant City Manager Tom Pessemier explained what Greater Portland Inc. (GPI) is and Derrick Olsen, Vice President of Regional Strategy and Coordination came forward and presented information to the Council (see record, Exhibit C). Mr. Olsen explained that GPI is less than 2 years old and is the product of a merger between a public organization and a private organization. Mr. Olsen explained that GPI is focused on economic development for the greater Portland area and Sherwood is a member of the Small City Consortium, with 10 other cities. Mr. Olsen said GPI is not a think tank, or a policy organization, or a lobbying group. GPI focuses on trade sector jobs, which are jobs that produce goods or services that can be sold outside the area. Three components of their economic development strategies are: business development, marketing and branding, and regional strategy and coordination. Mr. Olsen stated, in terms of business development, GPI tries to recruit companies to this region by focusing on retention and expansion and he listed 3 major developments over the past 18 months. For marketing and branding, GPI uses regional business leaders to demonstrate their case via the website they launched in September. This website will link to the City of Sherwood website, and will include facts and figures of the area, marketing materials and is designed specifically to help site selectors who are consultants for companies that are considering expansion.

Council President Henderson questioned what was on the Sherwood link. Mr. Olsen stated that it links to the City of Sherwood's Economic Development page.

Mr. Olson concluded with GPI's regional strategy and coordination, which is explicitly working with all the cities and counties by sharing information monthly on best practices and grant information. Mr. Olsen said he has been specifically working on the Export Initiative. This is a 4 tiered strategy to try to double exports in the region from 21 billion to 42 billion over 5 years. It mirrors the Nation Export Initiative. Portland is 1 of 4 pilot cities chosen to participate in this initiative, along with Los Angeles, Syracuse and Minneapolis. GPI is participating in the program because increased exports will result in more jobs, and stated 1 billion dollars in exports equates to 5,400 jobs.

Council President Henderson commented about Sherwood being unique with regards to transportation challenges and asked how GPI works with Metro and ODOT to bring businesses to a location that has challenges. Mr. Olsen explained the economic development professionals that serve on their leadership team are a great resource for transportation issues.

Councilor Folsom stated she attended the Economic Summit last fall and thanked GPI for the event and said it was interesting and informative. Mr. Olsen replied that GPI is already planning the next summit for October.

Council President Henderson asked if GPI meets with individual companies that may want to expand or may want to start exporting, as opposed to hiring consultants. Mr. Olsen replied that GPI does meet directly with companies and works through local jurisdictions. Mr. Olsen stated that GPI works closely with localities and would contact them before meeting with the individual companies. He said, on the export initiatives, GPI will be providing training to Tom Pessemier and his colleagues over the summer so they can have the tools to help small to medium sized businesses find free or low cost services.

Tom Pessemier thanked Derrick and GPI and stated that they have been a great resource for Sherwood.

Mayor Middleton commented that the Mayor of Tualatin is currently serving as the mayoral representative to the Small City Consortium. Tom Pessemier stated the Small City Consortium meets monthly, and the economic development group also meets monthly.

Mr. Olsen stated the Small City Consortium has provided great exposure for small cities.

Mayor Middleton addressed the next agenda item.

D. Proclamation Community Development Block Grant (CDBG)

Mayor Middleton read a portion of the proclamation and stated National Community Development week is April 1 – April 6 and said since the group's inception, Sherwood has received \$2,228,482 in CDBG funds.

Community Services Director Kristen Switzer informed the Council of a current project that CDBG funds are currently dedicated to, a project that will improve the lobby and the restrooms at the Sherwood Senior Center.

Councilor Folsom asked how long the Senior Center will be under construction. Kristen responded that it should be finished in June. Councilor Folsom asked about alternate access to the back of the building during construction. Kristen responded there will be access through the side door. Councilor Folsom informed the Council that Kristen wrote this grant and does a great job securing grant money for Sherwood, and said the Senior Center will really benefit from this project.

Council President Henderson stated she serves on the CDBG Committee and said they are having funding concerns. The committee meets once a month and they receive a number of requests for funding. She said, with limited funds, they distribute the money the best they can, and congratulated Kristen for her success.

Mayor Middleton addressed the next agenda item.

8. CITIZEN COMMENTS:

No comments were received.

Mayor Middleton addressed the next agenda item.

9. CITY MANAGER REPORT:

Assistant City Manager Tom Pessemier introduced Ashley Graff, an intern who is splitting her internship between the City of Sherwood and the City of West Linn. She will be interning in the City Manager's Department for six months and will working directly with Tom the first month. She will be developing the economic develop portion of the city website in terms of the information Sherwood is providing to GPI.

Councilor Folsom asked Ashley what her degree will be in. Ashley stated that she is working towards a Masters in Public Affairs and Administration (MPA) from the University of Kansas.

Mayor Middleton addressed the next agenda item.

10. COUNCIL ANNOUNCEMENTS:

Councilor Folsom stated the Cultural Arts Commission's new Chairman is Elyse Vordermark, and as of tonight, two new members have been added: Anna Lee and Amanda Stanaway. She reported the commission is headed in the right direction and there is still one position open.

Council President Henderson showed the Council the new Archer and commended City Manager Joseph Gall and staff for their efforts. She stated that the Archer will be distributed mid-month, while the Gazette is distributed the first of the month.

Council President Henderson presented a request from the Library Board, whose membership consists of nine members, the request was to move their meetings into the Executive Session room so they could have more seats versus sitting at the dais in the Community room. They meet on Wednesday's every other month and do not use audio or video. No objections from Council were received for the committee to hold their public meetings in a different room.

Councilor Clark announced Sherwood Main Street is still meeting during construction on Wednesday's at 11 am at the Rebekah Hall.

Mayor Middleton announced that he went to the Sherwood High School Mr. Bowmen competition on Saturday, which raises money for Doernbecher's Children's Hospital. This year, the event raised \$40,000 and Devon Donahue was crowned Mr. Bowmen. He also added that he had his monthly mayor's meeting at AJ's Pub and had great attendance.

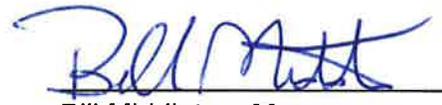
With no other announcements received, Mayor Middleton adjourned the meeting and convened to a URA Board work session.

11. ADJOURN:

Meeting adjourned at 8:20 pm.

Submitted by:


Sylvia Murphy, CMC, City Recorder


Bill Middleton, Mayor